



DEVELOPMENT SERVICES AND ENGINEERING DEPARTMENT
APPLICATION FOR MINOR VARIANCE

COMPLETENESS OF THE APPLICATION:

This application form sets out the information that must be provided by the applicant, as prescribed in the various Ontario Regulations made under the Planning Act. It also sets out other information that will assist the City and others in their planning evaluation of the proposal. To ensure the quickest and most complete review, this information should be submitted at the time of application. In the absence of this information, it may not be possible to do a complete review within the legislated time frame for making a decision. If the requested information, including the plans and fee, is not provided, the City will return the application or refuse to further consider the application until the information, plans and fee have been provided.

One application form is required for each parcel of land affected, along with the applicable fee as indicated by the City's Tariff of Fees By-law shown below.

IT IS MANDATORY THAT ALL INFORMATION & MATERIAL REQUESTED BE SUBMITTED AS STATED UNDER THE PLANNING ACT AS AMENDED

APPLICANT'S CHECKLIST

Completed application form	Yes
Site plan <i>All Measurements are to be in metric units only</i>	Yes
Transfer/Deed noting the location(s) of existing easements (if applicable)	Yes
Supporting documentation if applicable (ex. planning report)	Yes
Payment of the applicable FEE(S) in accordance with Instructions for Digital Submission (as indicated by the City's Tariffs & Fees By-law)	Yes

Please forward application to:

coa@orillia.ca

File Numbers will be issued for all applications and should be used in all communications with the City

APPLYING FOR A MINOR VARIANCE:

MINOR VARIANCE (includes 1 Variance)

NUMBER OF ADDITIONAL VARIANCES _____

APPLYING FOR A COMBINED CONSENT AND MINOR VARIANCE:

**COMBINED MINOR VARIANCE (1 Variance) & CONSENT
(Plus fee for each Additional Variance or Lot as indicated)**

NUMBER OF ADDITIONAL VARIANCES _____

NUMBER OF SUBSEQUENT LOTS (IF APPLICABLE) _____

[See Planning Application Fees linked here for applicable fee](#)

FEE SUBMITTED: \$ _____

SITE PLAN DRAWING REQUIREMENTS:

The application must be accompanied by a site plan or plans drawn ***IN METRIC*** showing the following:

- Legend, scale, north arrow, date, revision date(s), name of person or firm that prepared the plan;
- The boundaries and dimensions of the subject land;
- The location, size (footprint), height, of any buildings or structures on the subject lands, dimensioned;
- Setbacks from all property lines (or highwater mark of a shoreline) to existing and proposed buildings or structures;
- Setbacks from any rail lines, Provincial Highways, Utility easements;
- Natural features such as: trees, watercourses, shorelines (if applicable);
- A copy of a legal survey (if applicable);
- The location, width and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a public travelled road, a private road or a right of way.

DEVELOPMENT SERVICES AND ENGINEERING DEPARTMENT

FOR OFFICE USE ONLY

DATE RECEIVED: _____

DATE APPLICATION DEEMED COMPLETE: _____

HEARING DATE: _____

APPLICABLE ZONING BY-LAW NUMBER(S): _____

APPLICATION FILE NUMBER(S): _____

CONCURRENT APPLICATION NUMBER(S): _____

1. LOCATION OF THE SUBJECT LAND

1.1 Address: _____
Concession Number(s): _____ Lot number(s): _____
Registered Plan Number: _____ Lot(s)/Block(s): _____
Reference Plan Number: _____ Part Number(s): _____

1.2 Are there any easements or restrictive covenants affecting the subject land?
please indicate: YES NO UNKNOWN

If YES, describe the easement or covenant and its effect (provide copy if available)

2. APPLICANT / AGENT INFORMATION

(An owner's authorization is required in Section 9, if the applicant is not the owner.)

2.1 Name of Applicant: _____
Address: _____
Postal Code: _____
Telephone number: (_____) ____ - ____
Email Address: _____

2.2 Name of Owner(s) : _____
(if different from the applicant)
Address: _____
Postal Code: _____
Telephone number: (_____) ____ - ____
Email Address: _____

3. DESCRIPTION OF THE SUBJECT LAND

A Site Plan **MUST BE** included showing the number, type, use(s), height, floor area and distances from all lot lines for all buildings/structures currently on and proposed to be placed on the Subject Land.

Description of property as shown on sketch:

	SUBJECT PROPERTY
Frontage (m)	
Depth (m)	
Area (ha)	
Existing Use	
Proposed Use	

Date land acquired by the current owner: _____ Unknown:

Date existing buildings/structures were constructed: _____ Unknown:

Date the existing uses on the subject land commenced: _____ Unknown:

4. SERVICES

4.1 Access: (check appropriate space)

- provincial highway
- municipal road, maintained all year
- municipal road, seasonally maintained
- other public road
- right-of-way
- water access

(If access to the subject land is to be by water only, describe and sketch the parking and docking facilities to be used and the approximate distance of these facilities from the subject land and the nearest public road).

4.2 Water Supply: (check appropriate space)

- publicly owned and operated system
- private well
- private communal well
- other (specify) _____

4.3 Sewage disposal: (check appropriate space)

- publicly owned and operated system
- private individual septic tank **
- private communal septic system **
- privy **
- other (specify) _____

**** A certificate of approval from the City of Orillia, its delegate or Ministry of the Environment submitted with this application will facilitate the review.**

4.4 Storm Water Drainage: *(check appropriate space)*

publicly owned and operated sewers

ditches

swales

other *(specify)* _____

5. OFFICIAL PLAN AND ZONING INFORMATION

5.1 What is the existing Official Plan designation(s)?

5.2 What is the Zoning of the subject land?

6. PURPOSE OF THE APPLICATION

6.1 What is the Nature and Extent of relief being applied for? (Describe the variance you are requesting.) Please include section(s) numbers from the Zoning By-law.

6.2 Why is it not possible to comply with the provisions of Zoning By-Law 2014-44?

7. PLANNING HISTORY OF THE SUBJECT LAND

7.1 Is or has the subject land ever been the subject of an application for Consent or a Minor Variance?

please indicate: YES NO UNKNOWN

If YES, please provide the application file number and the status/decision made on the application.

7.2 Is or has the subject land ever been the subject of an application for a Plan of Subdivision, Zoning By-Law Amendment, Minister's Zoning Order Amendment or Official Plan Amendment?

please indicate: YES

NO

UNKNOWN

If YES, please provide the application file number and the status/decision made on the application.

8. APPLICANT'S AUTHORIZATIONS:

APPLICANT'S CONSENT (FREEDOM OF INFORMATION)

In accordance with the provisions of the *Planning Act*, it is the policy of the Development Services and Engineering Department to provide public access to all development applications and supporting documentation. In submitting this development application and supporting documentation, I _____, the applicant, hereby acknowledge the above noted and provide my consent in accordance with the provisions of the *Municipal Freedom of Information and Protection of Privacy Act* that the information on this application and any supporting documentation provided by myself, my agents, consultants and solicitors, will be part of the public record and will also be available to the general public.

APPLICANT'S ACKNOWLEDGEMENT (ABSENCE FROM HEARING)

I acknowledge that it is strongly recommended that I attend the hearing, or appoint a representative to appear on my behalf, to answer any questions. If I do not attend, I acknowledge that the Committee may make a decision in my absence.

AUTHORIZATION FOR SITE INSPECTION BY CITY COUNCIL, COMMITTEE OF ADJUSTMENT, AND/OR CITY STAFF

I acknowledge that Council Members, Committee of Adjustment members, and/or City staff may conduct site inspections of my lands. By submitting this application, I am hereby authorizing the members of City Council, Committee of Adjustment, and/or City staff to access my lands for the purposes of conducting the required site inspections for the limited purpose of evaluating the merits of this application. I understand that, if access to the property is by water, the consideration of the application may be delayed during the winter until such time as safe access can be obtained to the lands.

AUTHORIZATIONS

If the applicant is not the owner of the land that is the subject of this application, the written authorization of the owner that the applicant is authorized to make the application must be included or the authorization set out below must be completed by the owner.

I, _____, am the owner of the land that is the subject of this application and I authorize _____ to make this application on my behalf and to provide any of my personal information that will be included in this application or collected during the processing of the application.

Date

Signature of Owner

9. AFFIDAVIT OR SWORN DECLARATION

IN THE MATTER OF _____ in the City of Orillia, as part of the County of Simcoe, hereinafter referred to as "the property".

I, _____, of _____,

DO SOLEMNLY AFFIRM AND DECLARE THAT:

I make this solemn declaration conscientiously believing it to be true and knowing it is of the same force and effect as if made under oath.

AND that the information contained in this application is true and that the information contained in the documents that accompany this application in respect of the application is true. I further acknowledge and agree that I am responsible for payment of any application fees or costs incurred by the City for legal or consulting services related to the processing or approval of this Application.

DECLARED before me at the City of Orillia, in the County of Simcoe, in the Province of Ontario on this ____ day of _____, 20__.

Signature (To be witnessed by Commissioner)

A Commissioner, etc.

NOTE: This is a sworn (affirmed) affidavit of the deponent only. No investigation has been conducted by this authority to confirm or verify the above sworn information. THE CRIMINAL CODE OF CANADA states under Section 131, 132 or by summary conviction Section 134 that: any person providing a false statement under oath or solemn affirmation by affidavit is guilty of an indictable offence and liable to a term of imprisonment not exceeding fourteen years.